

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING MINUTES

November 06, 2018

CALL TO ORDER

Chairperson Kautman-Jones called the meeting of the Genesee County Board of Road Commissioners to order at 10:00 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley St., Flint, Michigan 48503-3995.

ROLL CALL

Present: Shirley Kautman-Jones, Chairperson
John Mandelaris, Vice-Chairperson
Robert Johnson, Commissioner
David Arceo, Commissioner
Cloyce Dickerson, Commissioner

Others Present: Fred Peivandi, Anthony Branch, Eric Johnston, Randy Dellaposta, Coetta Adams, Donna Poplar, Stephanie Jaeger, Vicki Bachakes, (Genesee County Road Commission staff), Devin Sullivan (GCRC Attorney), Arthur Woodson, Michael Mansfield, Maurice Ryan, (Genesee County residents), Linda Kossak, Secretary of the Board of Road Commissioners.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Kautman-Jones.

APPROVAL OF AGENDA

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Mandelaris, to approve the agenda for November 06, 2018, as printed and presented.

MOTION CARRIED.

APPROVAL OF MINUTES

October 02, 2018 – Board Meeting

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the minutes for October 02, 2018, as printed and presented.

Vice-Chairperson Mandelaris complimented the Secretary for the good job she did on the October 02, 2018, Board Meeting minutes.

MOTION CARRIED.

MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION

Tuesday, November 20, 2018

9:00 a.m. – Roads & Bridges Advisory Committee Meeting
10:00 a.m. – Board Meeting

Thursday, November 22 and Friday, November 23, 2018

GCRC closed (non-essential operations) in observance of the Thanksgiving holiday.

PUBLIC ADDRESS THE BOARD

Mr. Arthur Woodson, 402 W. Stewart Ave, Flint, addressed the Board regarding the Road Commission hiring an Operations Manager, and the necessity of that position. He also voiced his concerns regarding wheel chair accessibility at the Road Commission building.

Mr. Michael Mansfield, 2075 Casaloma Court, Flint Township, addressed the Board this morning regarding the work the Road Commission performed on Casaloma Court in Flint Township. Mr. Mansfield stated that in September 2018, the Road Commission re-cut the ditches and replaced driveway culverts on Casaloma Court. Mr. Mansfield thanked the Road Commission for the work performed but wanted the Road Commission to address some slope problems he is having at the end of his driveway as well as crowning issues on the road.

Chairperson Kautman-Jones thanked both residents for attending the Board meeting.

CORRESPONDENCE

INCOMING

Fiscal Year 2020-2023 Transportation Improvement Program (TIP) Call for Projects – In a memorandum dated October 08, 2018, Mr. Jason Norberg, Principal Planner of the Genesee County Metropolitan Planning Commission, requested from staff projects for the fiscal year 2020-2023 Genesee County Transportation Improvement Program (TIP). (Copy filed with official minutes.)

Legal Services Rate Increase from the Law Firm of Henn Lesperance PLC – In a memorandum dated October 18, 2018, Attorney William Henn, Henn Lesperance PLC, notified the Road Commission that their legal fees for legal services have increased. (Copy filed with official minutes.)

Catch Basin Repairs at 2067 Oaks Bluff Court, Davison Township – In an email dated October 29, 2018, Davison Township resident Mr. Tom Moffatt, thanked the Road Commission, District Supervisor Aaron Lawrence and his crew, for the excellent job performed on the catch basin at 2067 Oaks Bluff Court, Davison Township. (Copy filed with official minutes.)

OUTGOING

Letter Correspondence to Honorable Ken Horn, State Senator, 32nd District, regarding Michigan Senate Bills 637 and 396 - In a letter dated October 26, 2018, Manager Director Fred Peivandi, notified State Senator Ken Horn, of the Road Commission’s opposition to Senate Bills 637 and 396. Both bills cause unfunded mandates for road agencies. (Copy filed with official minutes.)

INTERNAL

Annual Equal Employment Opportunity Report – Included in the Board packet was a copy of the Annual Equal Employment Opportunity Report dated October 23, 2018, regarding data relative to minority and female representation within the Genesee County Road Commission work force as of December 31, 2017. (Copy filed with official minutes.)

Annual Equal Employment Opportunity Report 2018 Report to Date – Included in the Board packet was a copy of the Annual Equal Employment Opportunity Report 2018 Report to Date, dated October 23, 2018, regarding data relative to minority and female representation within the Genesee County Road Commission work force as of October 01, 2018. (Copy filed with official minutes.)

Quarterly Summary of Statement of Investments – In a memorandum dated October 23, 2018, staff provided the Board with the quarterly summary statements received from the Road Commission investment advisors. (Copy filed with official minutes.)

INFORMATION

Preliminary Engineering Reimbursement for Potter Road at the Huron and Eastern Railroad, Railroad Crossing Reconstruction. Michigan Department of Transportation Project No. 202108, Clayton and Flushing Township – In a memorandum dated October 19, 2018, staff informed the Board of the Preliminary Engineering Reimbursement for the railroad crossing reconstruction at Potter Road at the Huron and Eastern Railroad. The GCRC will invoice the Huron and Eastern Railroad for the design charges. (Copy filed with official minutes.)

Request to Approve Correspondence:

ACTION TAKEN - Motion by Mr. Johnson, seconded by Mr. Arceo, to receive and file the presented correspondence.

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS’ DECISIONS

DISCUSSION

Bid results and Award of Contract for Mt. Morris Road Culvert at the Central Drain, Mount Morris Township – In a memorandum dated October 19, 2018, staff recommended the Board accept the low bid submitted by Zito Construction for the replacement of the Mount Morris Road Culvert at the Central Drain. (Copy filed with official minutes.)

ACTION TAKEN– Motion by Mr. Johnson, seconded by Mr. Dickerson, to accept the low bid of \$463,464.52, authorize the award, and sign the construction contract after staff has received and accepted the contract, bonds and insurance submitted by Zito Construction for the replacement of the Mount Morris Road Culvert at the Central Drain.

MOTION CARRIED.

Selection of Consultant for Design Services, Fiscal Year 2-18/2019 Federal/State Funded Road & Bridge Design Projects, Genesee County – In a memorandum dated October 26, 2018, staff requested the Board approve the assignment of the listed consultants in Group ‘A’ or ‘B’ category to prepare construction plans for the proposed Fiscal Year 2018/2019 Federal/State Funded Road and Bridge Design Projects, Genesee County. (Copy filed with official minutes.)

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the assignment of the listed consultants in Group ‘A’ or ‘B’ category to prepare construction plans for the proposed Fiscal Year 2018/2019 Federal/State Funded Road and Bridge Design Projects in Genesee County and further, to direct the Chairperson to sign the Consultant Agreements when returned.

MOTION CARRIED.

Local Road Agreement for Roadway Rehabilitation, Pine View Lake Estates Nos. 1 through 3, Argentine Township - In a memorandum dated October 30, 2018, staff requested the Board approve and sign the duplicate originals of the Local Road Agreement with Argentine Township for the rehabilitation of Pine View Lake Estates. (Copy of memorandum and agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve and sign the duplicate originals of the Local Road Agreement with Argentine Township for the rehabilitation of Pine View Lake Estates Nos. 1 through 3.

MOTION CARRIED

Administrative Services Contract Blue Cross Blue Shield of Michigan – In a memorandum dated October 24, 2018, staff requested the Board authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan for the Quarterly Settlement. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the wire transfer of funds to Blue Cross Blue Shield of Michigan for the Quarterly Settlement in the amount of \$188,812 prior to the first day of December 2018, January 2019 and February 2019.

MOTION CARRIED.

Issuance of a Purchase Order to Winter Equipment for Wing Blades – In a memorandum dated October 24, 2018, staff requested the Board authorize the issuance of a purchase order to Winter Equipment for wing blades. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to authorize the issuance of a Purchase Order to Winter Equipment to purchase wing blades on an as needed basis in an amount of \$60,000.00.

MOTION CARRIED

Extension of Bid Prices and Issuance of a Purchase Order to Michigan CAT for HD Equipment Repair Services & Parts and C&S Motors for HD Equipment Repair Services & Parts – In a memorandum dated October 24, 2018, staff requested the Board approve the extension of bid prices and issuance of a Purchase Order to Michigan CAT for HD Equipment Repair Services & Parts and C&S Motors for HD Equipment Repair Services & Parts. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the extension of bid prices and issuance of a Purchase Order to Michigan CAT for HD Equipment Repair Services & Parts on an as needed basis, in an amount of \$100,000 and C&S Motors for HD Equipment Repair Services & Parts on an as needed basis, in an amount of \$100,000.

MOTION CARRIED.

Issuance of a Purchase Order to Deere & Company for John Deere Utility Tractors – In a memorandum dated October 19, 2018, staff requested the Board approve the issuance of a Purchase Order to Deere & Company for two (2) 2019 John Deere 5100M Utility Tractors with Alamo Flail Mowers and two (2) 2019 John Deere 5115M Utility Tractors with Alamo Flail Mowers. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Deere & Company for two (2) 2019 John Deere 5100M Utility Tractors with Alamo Flail Mowers and two (2) 2019 John Deere 5115M Utility Tractors with Alamo Flail Mowers in an amount of \$410,477.86.

MOTION CARRIED.

Issuance of a Purchase Order to Alta Equipment for Towmaster Drop Deck Trailers – In a memorandum dated October 26, 2018, staff requested the Board approve the issuance of a Purchase Order to Alta Equipment for two (2) Towmaster T12DT Drop Deck Trailers. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the issuance of a Purchase Order to Alta Equipment for two (2) Towmaster T12DT Drop Deck Trailers in an amount not to exceed \$19,634.00.

MOTION CARRIED.

Issuance of a Purchase Order to Truck & Trailers Specialties for Equipment and Labor for RDS Body and Swap Loader Bodies – In a memorandum dated October 19, 2018, staff requested the Board approve the issuance of a Purchase Order to Truck & Trailers Specialties for equipment and labor for RDS Body and Swap Loader Body and the Issuance of a Purchase Order to Truck &

Trailer Specialties to provide equipment only for two (2) Swap Loader Bodies with Equipment. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the issuance of a Purchase Order to Truck & Trailer Specialties for Western Star Chassis with upfitting:

- Approving the issuance of a Purchase Order to Truck & Trailer Specialties to provide equipment and labor for one (1) RDS Body with equipment and one (1) Swap Loader Body with equipment in an amount of \$282,155.00 and,
- Approving the issuance of a Purchase Order to Truck and Trailer Specialties to provide equipment ‘only’ for two (2) Swap Loader Bodies with equipment allowing the Road Commission staff to upfit new trucks in house in an amount of \$258,479.80.

MOTION CARRIED.

Issuance of a Purchase Order to BCS Towers Inc., for Digital Radio System Services – In a memorandum dated October 24, 2018, staff requested the Board approve the issuance of a Purchase Order to BCS Towers, Inc. for Digital Radio System Services. (Copy filed with official minutes.)

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to BCS Towers, Inc. for 12 monthly payments to BCS Towers, Inc. in an amount not to exceed \$45,738.00, as our Digital Radio System Provider.

MOTION CARRIED.

Issuance of a Purchase Order to National Highway Maintenance System for Mastic One Asphalt Patch Material – In a memorandum dated October 23, 2018, staff requested the Board approve the issuance of a Purchase Order to National Highway Maintenance System for Mastic One Asphalt Patch Material. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to National Highway Maintenance System for Mastic One Asphalt Patch Material in an amount of \$59,795.00.

MOTION CARRIED.

Payment to Willy’s Contracting, Inc. for Ditching work on State Highway M-15 – In a memorandum dated October 24, 2018, staff requested the Board approve payment to Willy’s Contracting for work completed on State Highway, M-15. (Copy of memorandum and invoice filed with official minutes)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the payment to Willy’s Contracting for work completed on State Highway, M-15, not to exceed \$17,255.00. The entire amount of the project will be reimbursed by Michigan Department of Transportation in accordance with the trunkline maintenance contract.

MOTION CARRIED.

Ratification of Vouchers totaling \$2,782,148.74 – (Copies filed with official minutes.)

Voucher #V-40408

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40408 in the amount of \$208,279.04.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40409

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40409 in the amount of \$499,253.14.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40410

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40410 in the amount of \$40,608.75.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40411

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40411 in the amount of \$499,417.40.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40412

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40412 in the amount of \$424,036.27.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40413

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40413 in the amount of \$94,575.27.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40414

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40414 in the amount of \$393,049.09.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40415

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40415 in the amount of \$597,505.79.

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Voucher #V-40416

ACTION TAKEN – Motion by Mr. Johnson seconded by Mr. Dickerson, to ratify Voucher #40416 in the amount of \$115,423.69

VOTE ON MOTION:

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

MOTION CARRIED.

Issuance of a Purchase Order to Liberty Sheet Metal for Metal Roof Replacement of the Brick Warehouse/B & G Building – In a memorandum dated November 01, 2018, staff requested the Board approve the issuance of a Purchase Order to Liberty Sheet Metal for Metal Roof Replacement of the Brick Warehouse/B & G Building. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Liberty Sheet Metal for Metal Roof Replacement of the Brick Warehouse/B & G Building in an amount of \$162,620.00 after staff has received and accepted the bonds, insurance and Equal Employment Opportunity Plan.

MOTION CARRIED.

CONSENT

Work Request for Milling and Paving on Lapeer Road from M-15 going west 1,200' in the right lane – In a memorandum dated October 25, 2018, staff requested the Board ratify the action taken by Manager Director Fred Peivandi, to approve the work requested by Davison Township, for milling and paving on Lapeer Road from M-15 going west 1,200' in the right lane. (Copy filed with official minutes.)

Manager Director Fred Peivandi, stated that Davison Township Supervisor, Mr. Tim Elkins, complimented the Road Commission for the work performed on this project.

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Dickerson, to ratify the action taken by Manager Director Fred Peivandi, approving the milling and paving work requested by Davison Township on Lapeer Road from M-15 going west 1,200' in the right lane in Davison Township. The Road Commission will be using 100% Road Commission funds. The total cost of the project will be \$66,670.16.

MOTION CARRIED.

MANAGER-DIRECTOR REPORT

Human Resource Director, Ms. Donna Poplar, distributed a correction made to the Annual Equal Employment Opportunity Report that was in the Board Packet.

COMMISSIONERS CONCERNS

One-Time Stipend for Directors - Commissioner Dickerson inquired about the stipends for the Road Commission Directors. Manager Director Fred Peivandi, stated that it will be up to the Board to decide if the Directors receive the stipend. Human Resource Director Donna Poplar, stated that she did email information to Chairperson Kautman-Jones. Chairperson Kautman-Jones said that she is still reviewing the information. Chairperson Kautman-Jones wanted the Board to review wage scales with other Road Commissions before they make a decision. Human Resource Director Donna Poplar, explained the current wage increase scale procedure at the GCRC to the

Board. Chairperson Kautman-Jones would like to meet at a future date with the Manager Director, Human Resource Director, Finance Director and the Vice-Chairperson to discuss the stipend once she gathers all the information and data from other organizations.

Mastic Asphalt Patch Material – Commissioner Johnson asked Maintenance Director, Anthony Branch, how the Mastic Asphalt Patch Material is working for pothole patching. Mr. Branch stated that it is working very well for the GCRC. The patch is staying in the potholes for a long period of time.

Manager Director Job Title Change - Vice-Chairperson Mandelaris, commented that 29 Road Commissions have their chief officer title listed as the Managing Director instead of Manager Director. Mr. Mandelaris asked if this would be a problem to change Manager Director Peivandi's title from Manager Director to Managing Director. Human Resource Director, Donna Poplar stated that it needs to be approved by the Manager Director and the Board before the change can be implemented.

Chairperson Kautman-Jones requested a motion be made to change Fred Peivandi's title from Manager Director to Managing Director. Chairperson Kautman-Jones would like staff to be conscious of the costs involved with the name change and suggested that items such as letter head paper and business cards be consumed under the previous title, so we do not incur additional costs.

ACTION TAKEN - Motion by Mr. Mandelaris, seconded by Ms. Kautman-Jones, to change the title of the Genesee County Road Commission Manager Director to Managing Director.

MOTION CARRIED.

Closed Meeting Minutes - Attorney Devin Sullivan from ZAC Law Firm stated that the Board of Road Commissioners does need to be approving their closed meeting minutes in an open session. If there is any discussion warranted, the Board will need to go into closed session to discuss these minutes. Chairperson Kautman-Jones stated that Board members can review these minutes prior to the meeting with the Secretary who took these minutes, and initial and date these minutes once they are reviewed by the Board member. After the Board approves the closed board meeting minutes the secretary will send the minutes to the county in a sealed envelope.

Finance Director Coetta Adams, asked the Board if the board meeting minutes need to be approved at the next scheduled board meeting. Chairperson Kautman-Jones stated that minutes cannot always be completed by the next board meeting, especially with special board meeting minutes. Sometimes minutes cannot be completed by the next Board meeting so they move to the next available agenda for approval.

Kipp Road Tower Agreement– Chairperson Kautman Jones asked for an update on the Kipp Road Tower Agreement. Fleet Maintenance & Facilities Director, Randy Dellaposta, stated he received an email from GCRC Attorney Chuck McKone regarding the Kipp Road Tower Agreement with the Goodrich Tower. Attorney McKone stated that GCRC has no current lease agreement with Goodrich Tower, the lease agreement is still with Central Michigan University/University of Michigan. Attorney McKone and Mr. Dellaposta will continue to keep the Board informed regarding the future progress made on the Kipp Road Tower agreement.

ADJOURNMENT

With no objections, Chairperson Kautman-Jones adjourned the meeting at 11:17 a.m.

JOHN J. GLEASON
Clerk/Register

Linda B. Kossak, Secretary of the
Board of Road Commissioners

lbk
11/06/18